

Microsoft Office Excel 2019: Part 3

Course Overview

This course will teach students about working with multiple worksheets and workbooks, sharing and protecting workbooks, automating workbook functionality, using Lookup functions and formula auditing, forecasting data, creating sparklines and mapping data, importing and exporting data, internationalizing workbooks, working with Power Pivot, advanced customization options, and working with forms and controls.

<u>Course Introduction</u>	4m
<u>Chapter 01 - Working with Multiple Worksheets and Workbooks</u>	30m
Topic A: Use Links and External References	
Linked Cells	
External Link Syntax	
The Edit Links Dialog Box	
External References in Formulas and Functions	
Demo - Creating Links	
Topic B: Use 3-D References	
Grouped Worksheets	
3-D References	
3-D References in Summary Functions	
Demo - Using 3-D References	
Topic C: Consolidate Data	
Data Consolidation	
Consolidated Dataset with Linked Source Data	
The Consolidate Dialog Box	
Demo - Consolidating Data	
Chapter 01 Review	
<u>Chapter 02 - Sharing and Protecting Workbooks</u>	27m
Topic A: Collaborate on a Workbook	
Comments	
The Compare and Merge Workbooks Command	
The Share Options	
Microsoft Accounts and OneDrive	
The PDF and XPS File Formats	
Accessibility Options	
The Accessibility Checker	
Demo - Collaborating on a Workbook	
Topic B: Protect Worksheets and Workbooks	
Worksheet and Workbook Element Protection	
The Protect Sheet Command	
The Protect Workbook Command	

The Protect Workbook Options
Metadata
The Document Inspector
Demo - Protecting Worksheets and Workbooks
Chapter 02 Review

Chapter 03 - Automating Workbook Functionality

32m

Topic A: Apply Data Validation
Data Validation
The Data Validation Dialog Box
Data Validation Criteria
The Input Message Tab
The Error Alert Tab
Demo - Applying Data Validation
Topic B: Search for Invalid Data and Formulas with Errors
Invalid Data
The Circle Invalid Data Command
The Error Checking Dialog Box
Error Types
Demo - Searching for Invalid Data and Formulas with Errors
Topic C: Work with Macros
Macros
Macro Security Settings
VBA
VBE
The Record Macro Dialog Box
The Macro Dialog Box
Macro Names
The Personal Workbook
Demo - Creating a Macro
Demo - Editing a Macro
Chapter 03 Review

Chapter 04 - Using Lookup Functions and Formula Auditing

37m

Topic A: Use Lookup Functions
Lookup Functions
The VLOOKUP Function
The HLOOKUP Function
The MATCH Function
The INDEX Function
The TRANSPOSE Function
Demo - Using Lookup Functions
Topic B: Trace Cells
Precedent and Dependent Cells
The Trace Precedents and Trace Dependents Commands
Trace Arrows
The Go To Dialog Box and Trace Arrows
The Go To Special Dialog Box
The Remove Arrows Options
Demo - Tracing Precedent and Dependent Cells

Topic C: Watch and Evaluate Formulas
The Watch Window
Formula Evaluation
The Evaluate Formula Dialog Box
Demo - Watching and Evaluating Formulas
Chapter 04 Review

Chapter 05 - Forecasting Data

31m

Topic A: Determine Potential Outcomes Using Data Tables
What-If Analysis
Data Tables
One-Variable Data Tables
Two-Variable Data Tables
The Data Table Dialog Box
Demo - Determining Potential Outcomes Using Data Tables
Topic B: Determine Potential Outcomes Using Scenarios
Scenarios
The Scenario Manager Dialog Box
The Add Scenario Dialog Box
The Scenario Values Dialog Box
The Scenario Command
Demo - Determining Potential Outcomes Using Scenarios
Topic C: Use the Goal Seek Feature
The Goal Seek Feature
The Goal Seek Dialog Box
Iterative Calculations
Demo - Using the Goal Seek Feature
Topic D: Forecast Data Trends
The Create Forecast Worksheet Dialog Box
Demo - Forecasting Data with the Forecast Sheet
Chapter 05 Review

Chapter 06 - Creating Sparklines and Mapping Data

17m

Topic A: Create Sparklines
Sparklines
Sparkline Types
The Create Sparklines Dialog Box
The Sparkline Tools Contextual Tab
Demo - Creating Sparklines
Topic B: Map Data
3D Maps
Data Structuring
3D Map Layer Pane
Tours
Demo - Creating a 3D Map
Chapter 06 Review

Chapter 07 - Importing and Exporting Data

6m

Topic A: Import and Export Data

Importing Data

Exporting Data

Methods of Importing Text Files

The Text Import Wizard

The New Web Query Dialog Box

XML

XML Schemas

XML Maps

The XML Source Task Pane

The XML Maps Dialog Box

Chapter 07 Review

Chapter 08 - Internationalizing Workbooks

3m

Topic A: Internationalize Workbooks

Worksheet and Worksheet Tab Direction

The Symbol Dialog Box

International Number Formatting

Chapter 08 Review

Chapter 09 - Working with Power Pivot

7m

Topic A: Work with Power Pivot

Power Pivot

The Power Pivot Tab

The Data Model

The Power Pivot User Interface

The Data and Diagram Views

The Create Relationship Dialog Box

Calculated Columns

Chapter 09 Review

Chapter 10 - Advanced Customization Options

9m

Topic A: Customize Advanced Options

Formulas Options

Data Options

Proofing Options

The AutoCorrect Dialog Box

Save Options

Language Options

Ease of Access Options

Advanced Options

Custom Lists

Add-Ins

The Add-Ins Tab

The Trust Center

Chapter 10 Review

Chapter 11 - Working with Forms and Controls

15m

Topic A: Work with Forms and Controls

Forms

Form Types

The Developer Tab

Form Controls

Control Properties

Demo - Adding and Editing Data Using a Data Form

Demo - Adding Form Controls

Chapter 11 Review

Course Closure

Total Duration: 3h 40m